



## LIONHEART SCHOOL

### JOB DESCRIPTION

<b>Job title:</b>	<b>Senior Administration Officer</b>
<b>Pay Range:</b>	Band 6A to 6E
<b>Updated:</b>	August 2025
<b>Accountable to:</b>	School Business Manager
<b>Accountable for:</b>	School administration including finance support
<b>Location:</b>	Lionheart School Newport/Cowes Campuses

The description of key duties is a guide to the work that you will initially be required to undertake, as directed by your line manager. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

KEY RESPONSIBILITIES	
<b>General Administration</b>	<ul style="list-style-type: none"><li>• To provide business support the Senior Management team and Headteacher, preparing reports as required</li><li>• Support the teaching and learning staff in accessing administrative systems and processes</li><li>• Minute taking including sensitive and complex information</li><li>• Submit returns to the local authority and statutory returns as directed</li><li>• Organise student admissions, re-integration and review meetings</li><li>• Manage accurate manual and computerised records</li><li>• Assist in arrangement of school trips</li><li>• Be actively involved in the school's continuous improvement culture, participating effectively in the relevant quality systems</li></ul>
<b>Front of House</b>	<ul style="list-style-type: none"><li>• Support the receptionist at busy times, covering telephones and greeting visitors</li><li>• Manage the staff/visitor check in system</li><li>• Complete student attendance management and support calls</li><li>• Be a site fire marshal and/or first aider</li></ul>
<b>Finance and resources</b>	<ul style="list-style-type: none"><li>• Manage petty cash</li><li>• Maintain appropriate levels of resources within office and shared staff areas</li><li>• Raise orders, book goods in and process invoices for payment</li></ul>
<b>Human Resources</b>	<ul style="list-style-type: none"><li>• Support the recruitment process</li><li>• Support the induction process for new staff</li></ul>



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<b>Exam Support</b>	<ul style="list-style-type: none"><li>• Support the exams officer to ensure accurate and effective management of student entries and appropriate management of examinations</li></ul>
<b>Whole School</b>	<ul style="list-style-type: none"><li>• Support the school's mission, vision, values and strategic objectives</li><li>• Do the right things at the right time for the right reason, always acting in the best interests of learners and always behaving ethically</li><li>• Work within health and safety guidelines and be aware of your responsibilities for health and safety</li><li>• Adhere to all school policies and procedures, including data protection</li><li>• Along with all members of school staff, manage the behaviour of learners</li><li>• Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults</li><li>• Embrace our values of respect, fulfilment, dedication and excellence and demonstrate these in day-to-day behaviours</li><li>• Support sustainability to reduce our environmental footprint</li><li>• Be aware of, and responsive to, the changing nature of the school and adopt a flexible and proactive approach to work</li><li>• Undertake such other duties as may reasonably be required commensurate with grade, at the initial agreed place of work or at other locations in the school catchment area</li></ul>



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### PERSON SPECIFICATION

CRITERIA	ESSENTIAL / DESIRABLE	ASSESSED BY: Application (A); Interview (I)
<b>QUALIFICATIONS AND ATTAINMENTS</b>		
GCSE Maths and English Grade A - C or equivalent	Essential	A
Educated to level 3 / 4 qualification standard or able to demonstrate equivalent experience	Essential	A
<b>EXPERIENCE, KNOWLEDGE AND SKILLS</b>		
Experience relevant to the post <ul style="list-style-type: none"><li>Working in an office environment</li><li>Working in an education setting</li><li>Working in a specialised/complex administration setting</li><li>Able to work in a fast-moving environment</li></ul>	Essential Desirable Essential Essential	A / I
Excellent IT Skills	Essential	A / I
<b>PERSONAL SKILLS AND ATTITUDES</b>		
Display a positive, enthusiastic and friendly approach	Essential	I
Be organised and manage own time effectively	Essential	A / I
Proven ability to prioritise workloads and achieve deadlines	Essential	A / I
Keen to learn new skills and undertake appropriate Continuing Professional Development (CPD)	Essential	I
Respectful of others, polite in all communications and appreciating their skills, experiences and contributions	Essential	I
A team player	Essential	I
Numerate and accurate, showing appropriate attention to detail	Essential	A / I
Have high standards and be conscientious	Essential	I
Demonstrate excellent communication skills, verbally and in writing	Essential	A / I
Commitment to customer care and quality assurance	Essential	I
Suitable to work with children, young people and vulnerable adults	Essential	I / Employment Checks



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### SUMMARY OF MAIN TERMS AND CONDITIONS

<b>SALARY</b>	
<b>WORKING HOURS</b>	37 hours per week.
<b>CONTRACT TYPE</b>	1 Permanent role
<b>PENSION SCHEME</b>	IWC Pension Scheme
<b>HOLIDAYS</b>	
<b>SAFEGUARDING</b>	<p>Successful applicants require a DBS (Disclosure and Barring Service) Certificate and are dealt with in accordance with the DBS's Code of Practice and the School's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates.</p> <p>Visit <a href="http://www.gov.uk/government/publications/dbs-code-of-practice">www.gov.uk/government/publications/dbs-code-of-practice</a></p> <p>The DBS offers a confidential checking service for transgender applicants, giving the choice not to have any gender or name information disclosed on their DBS certificate that could reveal their previous gender identity. Contact the sensitive applications team by telephoning 0300 1061452 or emailing <a href="mailto:sensitive@dbs.gov.uk">sensitive@dbs.gov.uk</a></p>